

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, June 15, 2006 8:30am

1. Roll Call

Director Granoff called the meeting to order at 8:40am.

Directors present: Michael Corso, Robert Gagliardi, Evan Granoff, Richard Lappin, Maria Ruggieri, Stanley Weiss. Directors absent: Tina Harlow, Joseph Paolino, Sr., and Chris Placco.

Others Present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Crane, Program Manager of the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Leslie Huikko, DID Office Manager; Frank Zammarelli, Operations Manager for Block-By-Block.

2. Approval of the minutes from the Public Hearing and Board Meeting of 5/18/06

Director Gagliardi motioned to approve the minutes from the May 18, 2006 Public Hearing and Board meeting. Director Lappin seconded the motion and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Granoff yes

Richard Lappin yes

Maria Ruggieri yes

Stanley Weiss yes

Therefore, the motion passed.

3. Nominating Committee to chose DPDMA Board Officers for FY 2006-2007

Nominations for all board officer positions are open. If you are interested in nominating yourself or anyone else for an officer position, please contact Leslie by Tuesday July 18. All voting and ex-officio board members will be notified of the open nominations via e-mail. A vote and elections will take place at the July 20, 2006 meeting.

4. Financial Report

Approval of Urban Place Consulting, Inc. contract

Director Gagliardi motioned to approve the extension of the management contract to include the period of 7/1/06 to 6/30/07. The amount of payment will be consistent with the agreement and the approved FY2007 budget items for Administration Management, Public Space Management subcategory Management, and Consultant Expense and to authorize Evan Granoff to sign the contract, as Chair of the Board. Director Weiss seconded the motion, and a roll call vote was taken as follows:

Director Corso yes

Director Gagliardi yes

Director Granoff yes

Richard Lappin yes

Maria Ruggieri yes

Stanley Weiss yes

Therefore, the motion passed.

Financial Reports

Steve Gibson of Urban Place Consulting presented the financial reports. The organization continues to be under budget in most line items. The line items associated with management reflect overages, which was a previously-agreed upon Board decision made after the budget was approved. A planned overage in the Maintenance Program reflects the overtime dedicated to mulching projects and other seasonal tasks. The overage in Maintenance Expense is related to the materials needed for these projects. The Supplemental Collections Report shows a 94% collection rate for this quarter. Leslie continues to work with property owners to collect the remaining assessments.

Director Weiss motioned to accept the financial reports as presented. Director Gagliardi seconded the motion, and a roll call vote was taken as follows:

Director Corso yes

Director Gagliardi yes

Director Granoff yes

Richard Lappin yes

Maria Ruggieri yes

Stanley Weiss yes

Therefore, the motion passed.

Director Weiss contacted Bank RI to increase the interest rate on the money market savings account to 5% APY.

Two properties have been referred to the City Tax Collectors' office for sale due to non-payment of the DPDMA assessment since its inception in January 2005. One property is a stand-alone lien, and one we are jointly filing with the City Tax Collector, as the owner has outstanding tax bills as well. The sale is currently scheduled for July 20, 2006. In addition, there is one property that is in receivership, and the attorney is optimistic that the DPDMA assessment will be paid.

5. Operations Committee Report

June 6, 2006 RIDOT sidewalk survey

The survey was successful in identifying and prioritizing the sidewalks for replacement on the 6 designated streets. The work is anticipated to begin in spring 2007 with the most easily-repaired sections replaced first. When many sections of a sidewalk are determined to be in need of replacement, the entire block will be replaced. The more complicated replacement projects will be the second phase of the project. The ADA funding for this project allows for 3% of the budget to be spent on landscaping. AS a result, RIDOT is coordinating with City Forrester Doug Still to purchase the trees

that will be needed and having them planted after the repairs. The committee encouraged Frank LaTorre to continue working closely with RIDOT to facilitate these more difficult replacements, as they are a priority. Mr. LaTorre will also inquire as to the possibility of installing bollards to preserve the integrity of the replaced sidewalks. The Board directed the staff to avoid placing the more complicated projects into future phases because they may never be completed.

New “graffiti offenses and rewards” ordinance

Rita Murphy from City Hall described the new graffiti ordinance to Frank LaTorre and Dan Baudouin. A new ordinance regarding graffiti has passed the City Council. It is a much more comprehensive ordinance than the one it replaces. It provides for a reward for information leading to the conviction of offenders, a fine of up to \$1,000 for any offense, a maximum of 100 hours of community service for a first offense and 200 hours for a subsequent offense. The ordinance also addresses the sale of graffiti materials to minors and time limits for graffiti removal by property owners. As this is a City ordinance, the City will be responsible for enforcement. As a component of the Mayor’s graffiti removal initiative, 3 vans will be equipped with staff and graffiti removal equipment to be used throughout the city. Mr. LaTorre reminded City Hall that the DID can no longer be responsible for graffiti removal at Waterplace Park and encouraged them to develop a comprehensive plan to address that area.

GroundWork Providence/DID flower planting, maintenance, watering
Thomas Brendler will complete his tenure as the Executive Director on Friday June 16 due to financial issues at GroundWork Providence. Jenn Cole of the Providence Neighborhood Planting Program will be formally stepping in to see our partnership through to the completion date of October 26, 2006, and Mr. Brendler has committed to remaining informally involved. The entire program is still expected to cost \$22,000. The DID is contributing \$12,000, and \$10,000 is being collected from contributors and adopt-a-spot participants. Public feedback has indicated that the planters need more plants in them, so GroundWork is focusing on supplementing the existing plants this week. National Grid has been approached for permission to add hanging baskets to their poles, and the DID awaits an answer. Frank L. will forward the picture of the hanging basket model to committee members for their review.

Streetlight Committee meeting

This committee is convened by the Mayor and led by Garry Bliss, and Frank LaTorre and Joe DiBattista are participating to represent the interests of the DID. The committee had its initial meeting last week and is intent on improving the lighting downtown. The first phase is a complete survey of National Grid and Johnson Controls light poles. Once the inventory is complete, the second phase is to ensure that all poles are maintained and fully functional. Lastly, a comprehensive plan will be developed to add more lighting via tax incentives to property/building owners. The next meeting is next month.

Trash receptacles and smoking butlers

The DID has not yet received the \$40,000 from the Community Development Block Grant that was awarded for trash receptacles, but anticipates receiving the check this month. The Steel Yard has committed to producing 60 of the revised model receptacles for a total cost of \$41,898. The order will not be placed until the funding is received. Thirty-six smoking butlers were purchased for the \$2,500 earmarked for this purpose. They arrived today and will be placed in the areas of highest need, as determined by the Block-By-Block Clean Team.

Other business

Director Ruggieri raised two concerns brought to her as President of the Downtown Neighborhood Alliance by residents of the Cosmopolitan, Regency, and Peerless buildings. Trash is being picked up at 4:45am when the City ordinance states that pick-up may not happen prior to 7am. Additionally, there is regularly a person, who is believed to be a City employee, using a leaf blower at 3am. Frank LaTorre spoke with John Nickelson, who assured him that this person will no longer be using a blower at this time. Mr. LaTorre will contact Rita Murphy regarding the trash pick-up issue. Maria will write a letter to City Hall and the landlords as the President of the Downtown Neighborhood Alliance.

6. Marketing Report

Joelle Crane presented the marketing report. The window posters for vacant storefronts have been designed and new pictures have been taken. The price is approximately \$225 for each 4 ft. by 6 ft. canvas poster. Building owner permission is still needed prior to installation. A list of proposed sites was distributed. It was suggested and agreed upon that posters will not be placed in poorly-maintained buildings.

The Downtown Marketing Advisory Committee is currently negotiating a contract with Advertising Adventures for downtown branding, creative services and marketing. The first discovery meeting is scheduled for next Friday, June 23, 2006 from 10am -12pm at 30 Exchange Terrace.

The Farmer's Market begins June 16, 2006 and will take place on Fridays 11am-3pm until October.

7. Report from Urban Place Consulting and Director of Public Space
Frank LaTorre reported that Responsible Hospitality Institute held a workshop on May 24-25. All 27 participants who were invited were in attendance. This initial workshop was deemed a success by all in attendance. Jim Peters, President of the RHI, will be returning to conduct a 2020 Leadership Summit in Providence in September 2006, with the possibility of a follow-up meeting prior to that. Garry Bliss and Stephanie Federico from City Hall are very engaged, as is the Jewelry District, which has already agreed to contribute financially to the September session. The agenda going forward is to solidify an

action group that will effect the desired changes. Several nightclub owners are actively involved.

The information cart components are being priced, and Mr. LaTorre anticipates a mid-July 2006 roll-out.

8. Report from Block-by-Block

Mr. Zammarelli presented the Clean and Safe Program statistics for the month of May. Contact numbers are somewhat lower, most likely due to the inclement weather we have had recently. College graduations took place this month and these move-outs resulted in a lot of trash.

Graffiti removal numbers in May 2006 are much lower than in May 2005, which is likely due to fact that much of the graffiti removal at this time last year had accumulated over many years. The expedient removal now deters perpetrators from tagging within the district.

All of the BBB equipment has been serviced and painted. All new decals have been ordered.

Blair McBride from Block-by-Block visited Providence two weeks ago and was happy with what BBB staff are accomplishing.

Bridgette, one of the Clean Team Members, is assigned to watering and maintaining the flower planters.

Minor brick repair will be carried out as needed after Frank LaTorre secures consent forms.

9. Other business

None.

10. Adjournment

The meeting was adjourned at 10:15am.

Respectfully Submitted,

Leslie Huikko